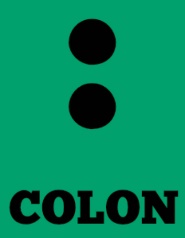
Summary of Colons and Semicolons

**Colons**

-**Colons** are used to introduce a list of items

-Example:

Don’t use colons when the sentences is not completed yet.

- Correct: The bookstore specializes in art, architecture, and graphic design.

-Incorrect: The bookstore specializes in: art, architecture, and graphic design.

Colon explanation

-Colon used to separate independent clauses when the second explain the first.

Example:

Correct: I have very little time to learn the language: my new job starts in five weeks.

**Emphasis in Colons:**

-A colon is used to emphasize a phrase or a single word.

Example: After three weeks of deliberation, the jury finally reached a verdict: guilty.

**Additional rules in colons:**

-Not use colons when there’s a verb

-Capitalize the first word of a quotation

-To emphasize a word at the end of a sentence



**Semicolons**

-Can be used to make the reader think clear about a relationship between two things

Example: My kids love when I make peanut butter and banana sandwiches; my oldest son asks that he has one in school lunch nearly every day

-Between independent clauses use a transitional expression

Example: Heavy snow continues to fall at the airport; consequently, all flights have been grounded.

-Don't capitalize an ordinary word after a semicolon

-Use an independent clause when you use a list of commas.